

# ECF Informer

ISSUE 4

JULY 2005

## Some very important housekeeping Filing an Amended or Corrected Social Security Number

If there is an occasion that an external filer needs to amend or correct a Debtor's Statement of Social Security (B21), please DO NOT use the "amended document" code. Instead, use the code "Amended Statement of Social Security Number(s)".

The reason for this is that this code is image-restricted, but amended document is not image-restricted. In order to keep the SSN# protected from public scrutiny, it is necessary to use the image-restricted event code.

Also, if the SSN is corrected, the clerk's office will notify creditors (who are entitled to the full SSN#) with a form from the BNC that is returned with the SSN# redacted. This occurs only if the 341 has already been sent to all creditors.

This event code can be found in Debtor Events.

## Efiled Addresses Out-of-State

There has been some problem with new cases being efiled and the address of the debtor(s) is out-of-state. The clerk's office will typically default to the attorney for debtor's address to determine where the 341 should be held.

If you have an instance where that is not the most convenient location, please call the clerk's office (ASAP!) and speak to Janene Tanner at 524-6562.

Also, when docketing new cases when the client(s) have a home address, and a mailing address, please input the mailing address into the system, but pick the county in which your client(s) reside.

## Internet Payment System Weekly Downtime

ECF users should be aware of the Internet payment system weekly downtime effective immediately.

The downtime will be necessary for scheduled maintenance and will occur every Sunday from Midnight-4:00 a.m. Internet payments cannot be processed during this scheduled downtime, however, the rest of the ECF system is unaffected. All filings and queries can still be performed during this time.

Users who incur fees during the block of time should wait to pay until 4:00 a.m.

## Where is it?

Where is that ECF filing event? Can't tell if it's a motion, notice, other or generic? Can't find the manual that you received at training? Don't despair. The court has placed an alphabetical listing of ECF events on the court's website.

Just log in at [www.utb.uscourts.gov](http://www.utb.uscourts.gov) and then click on the CM/ECF link on the left side of the page. On the CM/ECF web page, click on the CM/ECF resource page. Click on the hyperlink labeled **Alphabetical List of CM/ECF Events for Attorneys**. That will launch Acrobat and give you the listing of events you need. You can now save it or print it out. In Acrobat, the document is word-searchable.

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### CM/ECF

### INFORMATION

#### June ECF Filing Statistics

*ECF attorneys opened 1116 new cases which represented 64% of the new caseload for June, 2005.*

*In addition, 18,853 docket entries were made by ECF attorneys, which represented 53% of the total docket entries in June.*

## Acrobat Distiller vs. PDF Writer

There are two types of PDF printer drivers — PDF Writer and Acrobat Distiller. PDF Writer is the recommended type to use for documents containing only plain text.

If the document you want to convert has graphics (including lines), images, mathematical notations or symbols, it is recommended that you use “Acrobat Distiller.”

To determine when to use the writer or the distiller, convert your document first by using the writer. Always be sure to verify that the conversion was successful.

If your PDF document does not match the word processing document, then try it again using the distiller.

Conversion inconsistencies may be the result of flowing problems and can depend on many factors including the font, the printer selected, and other characteristics of the content. A document with flowing problems may undergo some changes when it's rendered into PDF. Using Distiller instead of PDFWriter can better preserve the document's original appearance.

The Court recommends the PDF Writer for use in creating a PDF documents unless conversion problems exist with the document. PDF Writer creates a file that is smaller in size than a scanned document, creates a file that is text searchable, converts the document more quickly than Distiller.

Base Document	20 kb
PDFWriter	6.41 kb
Distiller	70 kb
Adobe PDF	8.11 kb

*A comparison of file sizes based on a text file created using a word processor.*

## Verifying Creditor Matrix Uploads and Judge/Trustee Assignment

Attorneys can verify the upload of a matrix (from the previous day or weeks) using a report available at the courts ECF page at: <https://ecf.utb.uscourts.gov/>

This report allows the attorney to see those cases where the matrix was uploaded to the Court's database. The information on the report includes the case number, date and time of the upload and the total number of creditors uploaded, along with the first two creditors listed on the matrix.

To view the report, select the option below the hyperlink titled “login to PACER/Electronic Case Filing (ECF).” Select the hyperlink titled “**Creditor Load - No Matrix - Judge/Trustee Assignments Reports.**” The Creditor load reports are listed by date order and also by external or internal (Court) uploads. Select the date hyperlink to view the report.

Attorneys case also verify the previous day/weeks judge/trustee assignment (and 341 hearing date for chapter 7 cases). This report is located at the bottom portion of the Creditor Load - No Matrix - Judge/Trustee Assignments Reports page. The Judge/Trustee assignment reports are listed by date order and include the case name and number, chapter, chapter 7-341 hearing date (Chapter 13 -341 hearing dates will be included in the near future).

## How to Reproduce the Notice of Electronic Filing Receipt

If a user wishes to reproduce a Notice of Electronic Filing Receipt for a particular filing, it is easy to do. From the docket report generation screen, the user must select the check box entitled “Include links to Notice of Electronic Filing” and run the docket report.

When the docket sheet populates to the screen, the silver bullets will appear next to the document number hyperlink. Selecting the silver bullets will reproduce the Notice of Electronic Filing Receipt.

**ECF** Bankruptcy

**Docket Sheet**

Case number

☒ Filed  to

☐ Entered  to

Documents  to

☒ Include terminated parties

☒ Include links to Notice of Electronic Filing

☒ HTML

☐ Text

Sort by

## Using Netscape 7.2 with the ECF System

Here is another visit to the topic of browsers, and perhaps for a good thing. Although we do not officially “support” the more up-to-date browsers, we in the training department will now recommend the use of Netscape Navigator 7.2 as the best browser to use with ECF.

There have appeared some problems with the older versions of Netscape, which have always been there and the court has had a work around for it. But why use an out-dated browser that requires work-a-rounds when we can use an updated browser and not have the problem.

There are a few things to know about when it comes to using Netscape 7.2 with ECF.

**Passwords.** Netscape will save your passwords for web sites that require a login. This is a nice feature to use with sites that are “low” security. It may not be something that you would want to use with ECF.

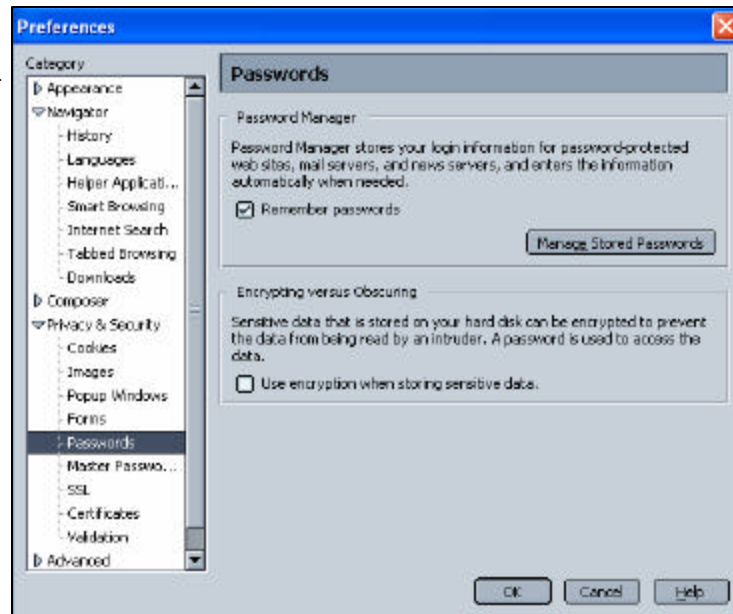
When you log into ECF for the first time, you will get a message telling you about this feature. Then you have three options: **Yes** (remember passwords), **Never on this site**, and **No**. Now, this feature can be turned off so that your passwords to sites are never stored, and you are never asked this question. If you like this feature for some sites, click on Never for this site, and you will never see the message again for ECF. Clicking No will bring the message up the next time you log into ECF.

**Forms.** Netscape will want to fill out Internet forms for you when you fill one out. This is a problem with ECF since you will be filling out the same form with different information (party records). Again, as above, you will receive a message explaining the filling out of forms, and you get the same options. This can be shut down the same, either for this site or for the browser.

**Turning off features.** To turn off these features, go to **Edit > Preferences**. With the preference window up, click on the little arrow beside the option Privacy and Security to open up that submenu.

1. The first thing is to click on the submenu item labeled **Forms**. This will bring up the forms manager in the right half of the screen. To turn off this feature, clear the checkmark from the box labeled Save form data from web pages when completing forms. This will turn off the form feature for the browser. If you like the form feature, then click Never at this site when the informational prompt appears within the ECF system.

2. Click on the **Passwords** submenu to turn off the password storage feature in Netscape. Clear the checkmark from the box labeled Remember passwords to disable this feature for the whole browser.

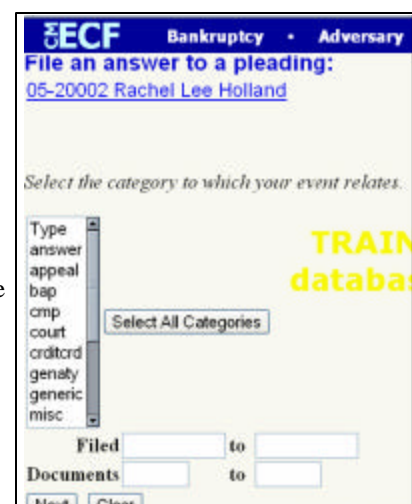


Password Preferences

## New button to make your job easier.

You may have noticed a new Select All Categories button in ECF when linking your document to one that already exists on the docket sheet. This button, shown in the figure, will allow you to quickly highlight all categories.

When used in conjunction with the additional Filed and Documents fields, shown on the lower portion of the screen, a filer will be able to further minimize a search of all entries on the docket by indicating a Filed date range or Document number range.



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We're on the web at  
[www.utb.uscourts.gov](http://www.utb.uscourts.gov)



## Failed E-Notification Receipts

The court is currently looking into a recent problem some ECF users are experiencing, with documents not being received by the court.

This problem can often be identified by the user receiving an incomplete Notice of Electronic Filing Report at the end of your transaction. Figure 1 shows an incomplete Notice of Electronic Filing, because all that is displayed is the case number and name of the debtors. If you do not receive a complete Notice of Electronic Filing as pictured in Figure 2, then it is likely that the document was not submitted to the court.

When in doubt, users can verify the entry on the docket sheet or on your Transaction Log located under the Utilities Menu Option in ECF. Instructions on verifying a matrix upload are included in an adjoining article in this newsletter.

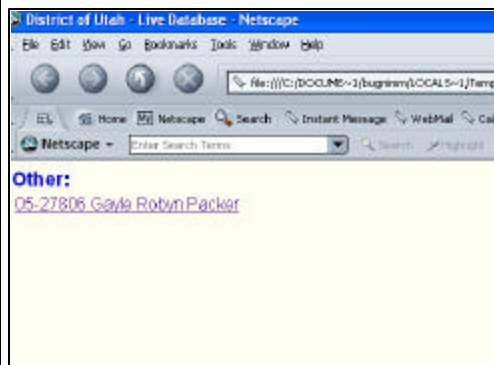


Figure 1 – Incomplete Notice – Document was not received by the court!



Figure 2 – Complete Notice – Document received!



### Hot Topics

The answers to questions asked in class

### Bankruptcy Reform Act of 2005 — Pay Advices

With the advent of the new **Bankruptcy Abuse Prevention and Consumer Protection Act of 2005**, there will be a number of changes that will take effect from now through October.

One of those changes is the filing of “pay advices” or pay stubs.

Proof of income for a period of 60-days prior to the filing of a bankruptcy will need to be submitted to the court. Currently, this is a requirement for all Chapter 13 case beginning July 3rd. All other chapters will require proof of income, or pay advices starting October 17, 2005.

Therefore, there is a new event — Payment Advices/Evidence of Payment. It is found under the Debtor’s Events within ECF.

It will be the responsibility of the attorney filing the pay advices to “blacken-out” all information of a personal nature, such as a social security number.